

DATE: December 24, 2012

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS: 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4416

Please place the following item on the (Check one): CONSENT XXX REGULAR

Agenda for the Council Meeting of January 2, 2013

Appointment of Rebecca Friesenhahn to the El Paso Bond Overview Advisory Committee by

Item should read as follows: Representative Susie Byrd, District 2

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: El Paso Bond Overview Advisory Committee

NOMINATED BY: Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE Rebecca Friesenhahn
(Please verify correct spelling of name)

E-MAIL ADDRESS:

BUSINESS ADDRESS: 2280 Trawood

CITY: El Paso ST: TX ZIP: 79935 PHONE: 915-595-3535

HOME ADDRESS:

CITY: ST: ZIP: PHONE:

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES:

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

N/A

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: NONE

EXPIRATION DATE OF INCUMBENT: N/A

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED:
RESIGNED
REMOVED

DATE OF APPOINTMENT: 01/02/2013

TERM BEGINS ON : 01/02/2013

EXPIRATION DATE OF NEW APPOINTEE: To be determined by lot

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM:

UNEXPIRED TERM:

REBECCA FRISENHAHN

PROFESSIONAL EXPERIENCE

2005-present Border Therapy Services El Paso, Texas
Controller

- Oversee all aspects of financial accounting from payroll to financial statements
- Analyze and prepare all aspects of the annual operating budgets
- Coordinate and implement internal controls for 3 satellite clinics
-

2004-present Big Brothers Big Sisters El Paso, Texas
Controller

- Oversee all aspects of accounting from payroll to financial statements.
- Manage federal, state and local grant funding totaling over \$1 million
- Coordinate and implement internal controls

2001-2004 Advant-Edge Pharmacy El Paso, Texas
Controller

- Oversaw all aspects of accounting from payroll to financial statements
- Directed and analyzed all aspects of the annual operating budgets.
- Coordinated and implemented internal controls

1993 - 2000 Thomason Hospital El Paso, Texas
Director-Fiscal Services

- Oversaw preparation of financial statements that fairly reported the results of the hospital operations.
- Oversaw preparation of annual operating and capital budgets
- Directed the daily operations of Fiscal Services.
- Managed the daily cash management operations of the hospital and all clinics.
- Coordinated the physical inventories of hospital supplies.
- Coordinated the annual audit with external auditors.

Financial Analyst II

- Prepared and analyzed financial information detailing assets, liabilities, and capital.
- Prepared operating budgets for 72 cost centers and clinics.
- Coordinated accounting matters with other departments.
- Coordinated and supervised work process of financial reporting staff.

Materials Manager/Business Coordinator-Operating Room

- Maintained appropriate materials, equipment, instruments and supply levels for Perioperative services.
- Compiled and maintained computerized or manual records of materials inventory.
- Developed systems to assure timely and appropriate patient charges.
- Assisted Nurse Manager in development of Perioperative services equipment/supplies budget.
- Developed and maintained system of data collection for analysis of hospital cost and statistical information.

Business Coordinator-Nursing Administration

- Coordinated with other departments, the nursing unit financial/business systems.
- Coordinated purchases of capital equipment with Nurse Managers.
- Supported the preparation of the operational budgets.
- Served as a resource to nurse managers, assistant administrators, and chief nursing officer in development of business plans/Performa for new patient care services.

Accountant -Accounts Payable

- Assured accounting records were prepared/maintained in accordance with hospital's accounting policies, chart of accounts and related principals/practices.
- Reviewed monthly expenses/accruals and prepared monthly journal entries for general ledger account reconciliation.
- Implemented new materials management and accounts payable system for the hospital. Trained all accounts payable staff.

1992 - 1993 Valley Industries, Inc.

El Paso, Texas

Accountant

- Prepared and posted all sub ledgers for fiscal year end close.
- Prepared all bank reconciliations for two fiscal years.
- Prepared all work papers for internal audit and corporate tax returns.

1988 - 1991 I. Air Systems, Inc., El Paso Stainless Steel Fabricators Inc., Visual Enterprises, Inc., and Bisali Inc.

El Paso, Texas

Accounting Manager

- Oversaw daily operations of accounting offices, which included supervision of 7 employees in various locations.
- Responsible for all Accounts Receivable, Accounts Payable, and Payroll.
- Prepared all quarterly and year-end tax reports to include sales tax, 941, unemployment tax, and franchise tax.
- Prepared monthly, quarterly, and year end financial statements.
- Prepared internal cost analysis for all jobs completed and in progress.
- Converted manual accounting systems to computerized automated systems.

1987 - 1988 Richard Goldberg, CPA

El Paso, Texas

- Staff Accountant.

CIVIC AFFILIATIONS

2001 to present-Junior League of El Paso

2003 and 2005- American Cancer Society Relay for Life

2004 to 2007-President Manhattan Heights Neighborhood Association

2004 to present - Crockett PTA

2005 to 2007- Building & Standards Commission -City of El Paso

2007 to present - TIRZ Board-City of El Paso

2007 to present- Newman Park Neighborhood Association V. President

EDUCATION

1986 University of Texas at El Paso

Bachelor Business Administration-Accounting